



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

BIostatistician

Class No. 002349

■ CLASSIFICATION PURPOSE

Under general direction, to perform statistical analysis of data for public health studies and reports, to develop and manage computerized databases on disease surveillance, vital records statistics, epidemiologic studies and related areas; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is found in the Health and Human Services Agency (HHSA). Incumbents provide staff support to several program areas within the Health and Human Services Agency to assist with program development, planning, monitoring and evaluation. Duties include performing research and statistical analysis of data related to community disease control and prevention, maternal and child health, and other public health issues; preparing reports based on the research findings; and developing and managing computerized databases.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Collects and evaluates data on public health issues and general demographic characteristics of population.
2. Sets up and maintains computerized databases on trends, patterns and risk factors associated with disease surveillance, vital statistics, epidemiologic studies and other related areas using a variety of computer programs.
3. Identifies appropriate statistical methodology for analysis of data.
4. Conducts statistical analysis of data to identify statistical relationships and interprets results for special studies and reports.
5. Assists in the development of data collection instruments and predictive models.
6. Prepares standardized and specialized reports concerning statistical analysis findings.
7. Gives presentations to managers to explain the results of studies and results of statistical analysis.
8. Responds to other agencies and county departments requesting data concerning public health issues.
9. Contacts administrators and staff of other agencies to collect data for special studies.
10. Participates in meetings concerning public health issues.
11. Participates in meetings concerning database management systems software.
12. Reviews reports for accuracy in statistics and interpretation.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Research methods and techniques.

- Statistical theory and methodology used in epidemiologic, demographic and other public health-related studies.
- Methods and techniques of compiling, analyzing and evaluating statistical and other research data.
- Public health concepts and issues involved in epidemiology, maternal and child health, community disease control, occupational health and other related areas.
- Various statistical computer programs and their application in order to organize, display and generate a wide variety of complex statistical and other research data.
- Epidemiologic trends, patterns, characteristics and possible causation.
- County customer service objectives and strategies.

Skills and Abilities to:

- Compile and organize a wide variety of statistical data.
- Read, understand and interpret public health-related technical information.
- Identify and apply appropriate statistical methods to evaluate data.
- Apply statistical formulas and make necessary calculations to select and analyze data.
- Analyze statistical data to draw logical conclusions and make sound recommendations.
- Communicate effectively, orally and in writing.
- Set up and manage a variety of computerized databases to organize complex statistical data and generate reports.
- Establish and maintain cooperative working relationships with county managers, medical professionals and administrators and staff of other agencies.
- Prepare technical reports concerning the findings of statistical analysis.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university, in a public health field with statistical course work; AND,
2. Two years of experience conducting public health studies related to epidemiology, maternal and child health, community disease control or related areas. Experience must have included using computer programs to compile and organize data, conducting statistical analysis and reporting findings.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis. A master's degree from an accredited college or university, in biostatistics, public health or a closely related field can substitute for one year of required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Constant: sitting, bending of neck, twisting of waist, use of dominant hand, repetitive use of hands, simple grasping with hands, and fine manipulation with hands. Occasional: walking, standing, bending of waist, pushing and pulling with hands, reaching above and below shoulder level and lifting and carrying files or folders weighing up to 5 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 18, 1991
Revised: September 30, 2002
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Biostatistician (Class No. 002349)

Union Code: PR

Variable Entry: Y